

GUEST SPEAKERS

DEFINITION

Guest speakers provide an opportunity for a classroom of students to hear, firsthand, about a particular occupation. Guest speakers should provide well-planned reinforcement activities that support Utah State Core Curriculum and help students apply learning to concepts currently being taught. Guest speakers can be used throughout the career development process from awareness to preparation

During the speaking engagement the guest speaker provides students with an overview of his/her career or business/agency. Guest speakers provide real work examples of how academic theory is applied in the workplace. It is best if some kind of hands-on experience is the focus of the activity.

STUDENT ELIGIBILITY

- All students K-12
- Meet school guidelines for participation
- Complete required paper work

PREPARING STUDENTS

Preplanning with students will strengthen the learning process and prevent potential problems. Students should receive instruction in:

- Objectives of the presentation
- Information to be gained
- How to ask appropriate questions
- Behavior, courtesy and appropriate dress
- Related assignments and due dates

LIABILITY EXPOSURE

Liability at the school is limited because the teacher must remain in the classroom. Hands-on demonstrations require the same precautions used in the workplace. For example, a fire extinguisher must be on hand for a cooking demonstration. Demonstrations with chemicals require the use of safety glasses. For more information on liability see the legal section.

STUDENT RESPONSIBILITIES

- Complete assignments and participate in activity
- Be briefed and prepared for the visit
- Be familiar with topic of discussion
- Display polite and courteous behavior
- Ask relevant and thoughtful questions
- Complete evaluation and other documentation
- Write thank you notes

GUEST SPEAKER RESPONSIBILITIES

- Provide list of equipment needs
- Gather company brochures, product sheets and any other information needed for distribution
- Use hands-on demonstrations and visual aids
- Allow time for a question and answer period
- Complete evaluation of the experience

SCHOOL SUPERVISOR RESPONSIBILITIES

- Brief guest speaker on the purpose of speaking and topics to be covered
- Confirm date, time, place and parking accommodations
- Prepare class for the speaker
- Provide speaker with a list of student questions and topics to be covered prior to the speaking engagement
- Provide necessary audiovisual or other equipment
- Introduce guest speaker
- Remain in classroom
- Request feedback from the employer regarding the experience
- Conduct follow-up with students
- Provide data to the work-based learning coordinator or related personnel

SAMPLE FORMS

- *Parent Survey Form*
- *Phone Script for Contacting a Guest Speaker*
- *Thank You Letter Guide*
- *Written Confirmation Form*

Please visit the TLC Work-based Learning Toolkit for more information on guest speakers. It can be found online at <http://usoe.k12.ut.us/ate/tlc/wbl.html>